

ASSISTANT DIRECTORS' MEETING

AGENDA

Director's Conference Room, First Floor
Administration Building
On Monday, 4 January 1954 at 1100 Hours

25X1	Announcement of	<div data-bbox="565 955 868 1024" style="border: 1px solid black; width: 187px; height: 33px;"></div>	as AD/Pers	Mr. Dulles
	Wording of Cables			Gen. Cabell

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1. Outlook for the New Year

The Director stated that he considered 1954 would pose a considerable number of problems for Agency, but that we are in good shape to meet them. He expects a budget battle and Congressional investigating committees may occasionally look in our direction. The Agency must keep its "house in order" and the Director asked that those persons advise him of any clues of investigative eyes being turned in our direction. The Director noted that he had received a letter from the President expressing confidence in CIA, appreciation for the work of the Agency during 1953, and confidence in its work for the coming year.

2. Announcement of Assistant Director for Personnel

25X1 The Director announced [] as the new Assistant Director, Personnel. He stated [] was exceptionally well
25X1 qualified and would take his new position from his assignment in the []
25X1 [] will operate directly under the DCI and DDCI
25X1 for the time being. [] will report directly to the DDCI. The
25X1 Director stated that he wanted a thorough review of the Agency personnel
25X1 situation this year and that he and General Cabell would devote considerable
25X1 personal time in this direction. The Director cautioned that, although
we may need to cut our size somewhat, it was nothing to be frightened about
as, in our reevaluation, some areas may grow and some may shrink even if
it means giving up duties in certain peripheral areas. The Director mentioned that we might possibly have to do with smaller budgets in the next 10 years and therefore we must organize ourselves for maximum efficiency and minimum expenses. He stated that we will be able to get the money we need but we must prove that we need it.

3. Wording of Cables

25X1 General Cabell pointed out that outgoing cables still contain much excess wordage which could be eliminated without changing the meaning of the cable. He said that he believed that the only way to police this situation was for each individual writing a cable to engage in a process of self-policing and that the next echelon above should also check on the cable wordage. [] stated that November showed a 4% decrease over October and also added that the Chief of Signal Center had expressed pleasure in the cooperation of the Cable Releasing Officers in not piling up cables just prior to Christmas and New Year's. Mr. Helms remarked that FE was the worst offender primarily because of the difficulty of handling dispatches from that area. He said that Mr. Aurell is conducting a special campaign in FE.

4. Congressional Liaison

Mr. Kirkpatrick stated that all comments made by members of Congress should be channeled to him or Mr. Pforzheimer.

5. Files

Mr. Kirkpatrick said that if all the filing cabinets were laid end to end, they would reach from the Administration Building to the University of Maryland football field. He added that some work is being done in connection with central file systems, that this work must be improved and must be kept current. He has laid on a meeting with the Records Management Officer, [] of FI, and James Andrews of OCD. Mr. White stated that following the Records Management Meeting this fall, each office had named a records officer and that he felt much good work had been done in this connection. He said that when the Agency can find the money to do so, he will propose to the Project Review Committee the construction of a Records Center.

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6. Report on Travels

Mr. Edward P. ~~Saunders~~ and Mr. George E. Meloon reported on their recent trip to []. Mr. Saunders stated that the major problem he found in his interviews with personnel was a worry over the extension of the tour of duty from 2 to 3 years, particularly in the Middle East, and excessive personal expenditures made necessary by tuition for children and furniture problems. He said he found covert funds were being scrupulously handled. Mr. Meloon said that he had heard it charged that the Agency had "low caliber" personnel in its [] but he said in his interviews with more than [] people on the trip he found none which he would classify as low caliber.

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